



Service/Resize/Repair Request Form

1. Please complete the form i. Make a copy for your records.
2. Place the Service Request Form and your item of Jewellery in a secure mailing box or bubble envelope, making sure the merchandise is securely protected.
3. Ship via Royal Mail Special Delivery to ensure your Jewellery is insured to your satisfaction.

DATE _____

MR. MS. MRS. NAME _____

ADDRESS _____

CITY _____ COUNTY _____ POST CODE _____

DAY TIME PHONE _____ EXTENSION _____ EVENING PHONE _____

EMAIL _____ RECEIVE UPDATES? YES NO

Was this Jewellery previously serviced by us, If yes, when? _____

Please provide the name of the original purchaser, if not yourself. _____

Please provide approximate date of purchase, if available. _____

Please describe your Jewellery as completely as possible, including any damage and/or personalized engraving.

Please describe your servicing request. (Please be as specific as possible so we can ensure we do exactly what you wish)

Upon receipt, we will notify you that we have received your Jewellery. (Please allow up to 24hrs) We have found that most of our customers prefer to be notified via Email as it is the most expeditious manner of notification. May we send the correspondence to your Email address above?

YES NO

Additional instructions or comments to our staff: _____

Please ship using Royal Mail Special Delivery to the address below:
